

ROUTING AND RECORD SHEET				
SUBJECT: (Optional) Briefings, Displays, and Publications for Employees				
FI	EXTENSION		NO.	
STAT Chief, New Building Project Office, OL 3E 40 Hqs		OL 2072-84		
		DATE		
		21 JUN 1984		
TO: (Officer designation, room number, and building)		DATE		OFFICER'S INITIALS
		RECEIVED	FORWARDED	
1. C/I&MSS/OL				du
2.				
3. John				
4.				
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20 JUN 1984

MEMORANDUM FOR: Chief, Information and Management Support
Staff, OL

FROM:
Chief, New Building Project Office, OL

SUBJECT: Briefings, Displays, and Publications for
Employees

REFERENCE: Memo for Multiple Addressees fm C/I&MSS/OL,
dtd 12 Jun 84, Same Subject

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1. The attachment to this memorandum is provided in response to your request for a list detailing this Staff's efforts toward informing/educating Agency employees on matters related to the New Building Project.

2. Please contact if additional information is required.

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Attachment:
As Stated

OL 2072-84

<u>Activity</u>	<u>Existing/ Planned</u>	<u>Intended Audience</u>	<u>Frequency</u>	<u>Last Date Conducted</u>
New Building Model and Artist Renderings	Existing	Agency-wide	Ongoing	--
New Building Construction Information Displays	Existing	Agency-wide	Ongoing	--
Contributions to "OL Headquarters Logistics Notes"	Existing	Log/Support Officers	Weekly	6/18/84
✓ New Building Briefings on Space, Parking, Design, General Project, etc.	--	General and Specific Interest Groups	Ad Hoc	6/13/84 (space)

ROUTING AND RECORD SHEET				
SUBJECT: (Optional)				
Briefings, Displays, and Publications for Employees				
FROM: <div>Chief</div> <div>Information and Management Support Staff,</div> <div>OL</div>		EXTENSION	NO.	DATE
			OL 4117-84	
TO: (Officer, designation, room number, and building)		DATE		12 June 1984
	RECEIVED	FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1.				
Chief, NBPO/OL				
2.				
Chief, P&TS/OL				
3.				
Chief, PMS/OL				
4.				
Chief, SS/OL				
5.				
Chief, HOME/OL				
6.				
Chief, P&PD/OL				
7.				
Chief, PD/OL				
8.				
Chief, SD/OL				
9.				
Chief, RECD/OL				
10.				
AEO/OL				
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12 JUN 1984

MEMORANDUM FOR: Chief, New Building Project Office, OL
Chief, Personnel and Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Headquarters Operation, Maintenance,
and Engineering Division, OL
Chief, Printing and Photography Division, OL
Chief, Procurement Division, OL
Chief, Supply Division, OL

FROM: Chief
Information and Management Support Staff, OL

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SUBJECT: Briefings, Displays, and Publications for
Employees

REFERENCE: Multi-adse memo fm DDA, dtd 6 June 1984, same
subject (DDA 84-1651)

1. The referent requests that the Office of Logistics (OL) report to the DDA any efforts within OL, either existing or planned, that are aimed at providing information/education to Agency employees. Accordingly, it is requested that you submit a list of any such efforts within your respective division or staff to this office so that we can assemble a consolidated OL report.

2. Your submission should provide a summary description of all such activities to include: whether the activity is existing or planned, the intended audience for the activity, frequency of the activity, and the last the date the activity was conducted.

3. Please forward your response to this staff by c.o.b. 29 June 1984. If you have any questions or need additional information contact

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Attachment

OL 4117-84